

Adopted: February 15,2000

ACADEMIC SENATE
Of
CALIFORNIA POLYTECHNIC STATE UNIVERSITY
San Luis Obispo, CA

AS-533-00IEC
RESOLUTION ON
CHANGE IN INSTITUTIONAL GRADING POLICY
TO ADDRESS UNOFFICIAL STUDENT WITHDRAWALS

- 1 WHEREAS, Institutional participation in the Title IV student financial aid program includes a
2 requirement for annual audits by an independent auditor of a school's compliance
3 with the laws and regulations that are applicable to federal student aid programs
4 and an audit of the school's financial statements; and
5
- 6 WHEREAS, In the audit for the fiscal year ending July 30, 1997 it was determined that all
7 schools within the CSU system were in violation of regulatory provision related to
8 the identification of students who had unofficially withdrawn from all of their
9 classes; and
10
- 11 WHEREAS, An unofficial withdrawal occurs when students fail to complete the institution's
12 official withdrawal procedure and cease to attend any of the classes for which they
13 enrolled, and the need to uniquely identify students who have unofficially
14 withdrawn is required under federal regulations governing the determination of
15 the potential repayment of Title IV funds to the federal accounts; and
16
- 17 WHEREAS, Currently there is no official policy or grading symbol which an instructor may
18 use to identify these students. Students who have unofficially withdrawn have
19 been given a variety of different grades by instructors including I, F, NC, and U;
20 and
21
- 22 WHEREAS, Without an established grading symbol to identify an unofficial withdrawal, there
23 is no consistent method by which an instructor can identify students who have
24 walked away from their classes; and
25
- 26 WHEREAS, An option is to use the administrative grading symbol of U. Pursuant to Executive
27 Order 268, a U grade is defined as an "unauthorized incomplete". The U grade is
28 used in the calculation of grade point average and carries the value of an F grade.
29 If the definition of the U grade were expanded, it could serve the dual purpose of
30 signifying an unauthorized incomplete or an unofficial withdrawal; therefore, be it
31
- 32 RESOLVED: That the definition of the U grade as it currently appears in the Catalog be
33 modified to read as follows:

34
35 A grade of U indicates that a student enrolled for a course did not officially
36 withdraw from the course and failed to complete the course requirements. It is
37 used when, in the opinion of the instructor, completed assignments or course
38 activities or both were insufficient to make a normal evaluation of academic
39 performance possible. It is also to be used to identify students who did not
40 officially withdraw from the course but ceased attending class and doing
41 class work prior to the deadline date for official withdrawals which is the end
42 of the seventh week. For purpose of grade point average computation this symbol
43 is equivalent to an F.

Proposed by: The Academic Senate
Executive Committee
Date: January 4,2000
Revised: January 25,2000
Revised: February 7, 2000

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State of California

Memorandum

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MAR 27 2000

ACADEMIC SENATE

CAL POLY

SAN LUIS OBISPO
CA 93407

To: Myron Hood
Chair, Academic Senate

Date: March 24, 2000

From: 
Warren J. Baker
President

Copies: Paul I. Zingg
David Corin
TomZuur
John Anderson

Subject: Response to Academic Senate Resolution AS-533-00/EC
Resolution on Change in Institutional Grading Policy to Address Unofficial Student
Withdrawals

I hereby approve the above-entitled Academic Senate Resolution, which articulates a change in the definition of the grading policy in the assignment of a "U" grade signifying either an unauthorized incomplete or an unofficial withdrawal in a course.

Please express my appreciation to both the Academic Senate and the members of the Senate's Executive Committee for their efforts.